



Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY for COURT INTERPRETER (SPANISH)

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for Court Interpreter (Spanish). Court Interpreters perform a wide variety of language interpretation activities for the Superior Courts of California and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel and the public.

Court Interpreters are employed by the Court in accordance with the Trial Court Interpreter Employment and Labor Relations Act (SB 371). The probationary period for this classification is 130 days.

SALARY:

Full Time:

\$2,650.00 - \$2,812.00 bi-weekly

Part Time:

\$1,470.00 - \$1,560.00 bi-weekly

LAST DAY TO APPLY:

Friday, September 8, 2006 at 5:00 p.m. (or until filled)

ESSENTIAL DUTIES:

Duties of this position include, but are not limited to, the following:

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
- Makes sight translations of documents for the benefit of the court including, but not limited to, court petitions, reports, waivers, felony disposition statement forms and other documents.
- Interprets for judges, attorneys, court staff and other court-related departments at the direction of the court.
- Notifies the court of any issues or situations that may impede the interpreters' performance.
- Researches and understands terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific and/or medical terminology.
- Reviews the daily docket and receives daily calendar assignments from the Trial Court Interpreter Coordinator (or other) and accurately completes daily activity logs, or other documentation as required.

MINIMUM QUALIFICATIONS:

Certification: Possession of a valid certificate as a “Certified Court Interpreter” in Spanish issued by the Judicial Council of California on behalf of the State of California.

Knowledge, Skills and Ability to: Orally convey the meaning from and into English and the applicable non-English language by interpreting in the simultaneous, consecutive and sight translation modes, the meaning must be conveyed accurately, not editing, summarizing, adding meaning, or omitting; correct usage of grammar and vocabulary of English and non-English language specified, provided the source language speaker is using correct grammar and vocabulary; interpret accurately and remain impartial including in adversarial and emotionally charged situations; understand legal concepts and forensic terminology in both English and non-English language(s); familiarity with the general range of regional and cultural variations in the specified language; conduct ongoing research into variations in terminology and usage of the specified language; use office equipment, including computer, telephone and copiers, as required by the assignment; use of transmitter and receiver equipment provided by the court for simultaneous interpretation; understand and adhere to California statutes, Rules of Court and applicable personnel rules concerning court interpretation; adhere to interpreter ethics and standards, as stipulated in California Rules of Court Rule 984.4, Professional Conduct for Interpreters; interact professionally and cooperatively with those contacted in the course of work.

DESIRABLE QUALIFICATIONS:

- Familiarity with Courtroom protocol.
- Flexibility in meeting multiple demands.

OTHER REQUIREMENTS:

License: Possession of a valid Class “C” Driver’s License, or the equivalent, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Background: Must be able to pass a criminal history information background check.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, September 8, 2006** (*or until filled*). Applications received by the final filing date of September 8, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court’s Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

- Be a regular Court employee.
- Meet the minimum qualifications for the classification as referenced in this job announcement.
- Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into this Court Interpreter position must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, September 8, 2006 (or until filled)**. Applications received by the final filing date of September 8, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

COURT INTERPRETER SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your total response to no more than one (1) page per question.

1. Please state your Certified Court Interpreter certification number issued by the Judicial Council of California on behalf of the State of California.

2. Describe your experience and skill to interpret from and into English and a non-English language using simultaneous and consecutive modes.

3. Are you willing to be cross-assigned within this region and/or in neighboring regions? If yes, please identify the Counties. (Answering in the affirmative does not bind you to accept a cross-assignment to any particular court. Answering in the negative will not disqualify you from employment as a Court Interpreter.)

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

Employment with the Superior Court of California, County of Sacramento is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The Court offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a monthly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.